Formatting and Printing Tips

Avery® Photo ID System

Avery® Photo ID badge products and accessories are designed to work with the Avery® Photo ID Software. Avery® Photo ID badge products are designed for use with inkjet printers that can feed 4"x 6" paper sizes. To learn more about the Avery® Photo ID System and Supplies or for a list of frequently asked questions, please visit: **www.photoID.avery.com**.

The following products are included in Avery® Photo ID line:

Badge Type	Avery Product	Badge Accessories
Self-Adhesive Badges	2940*, 2941*	None needed
Business Card Size Badge Inserts	2942, 2943	Portrait Holder 2920 Landscape Holders 2921
Covention Size Badge Inserts	2944, 2945	Neck Hanging Holders 2922 Clip Style Holders 2923
Laminating Badges	2946, 2951	Adhesive Clips included with 2946 Clips not included or required for 2951
2 Sided Fold Badges	2947, 2948, 2949*, 2950*	Strap Clips 2930 Elastic Neck Cords 2931

Printer Settings

*Printer settings are available through your printer's **Preferences** menu. For information on changing the printer settings, please refer to your printer's user manual.*

1.Set print quality to the **Medium** setting, which is also referred to as the **Text & Images** setting. Higher print quality produces more attractive badges, but takes longer to printer.

2. Set paper dimensions to **User Defined**. Name the custom paper **Avery 4x6**. Set the width to **4** inches and the height to **6** inches. If Units are set to **0.01** inches, then the settings should be **400** width by **600** height.

3. Set paper orientation to **portrait.**

4. Turn off any printer notification messages.

5. Badges should be stacked in the paper feed tray with the 4" side leading into the printer.

**Note: 2940 and 2941 Self-Adhesive Badge products should not be used on silk, leather, plastic, vinyl or suede. Please consult the reverse side of the 2949 and 2950 badge sheets for printer feeding instructions.*

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